

### Purpose

To ensure involvement and participation of individuals receiving services, their families, and the public. To ensure that the discussion and analysis of the issues before the Board are conducted in an open and orderly manner.

### Policy

The Fairfax-Falls Church Community Services Board (CSB) takes all necessary and appropriate actions to actively involve and support the maximum participation of individuals, their families, and the public in policy formulation and services planning, delivery, monitoring, and evaluation.

The public is encouraged to attend meetings of the Board, to observe its deliberations and to inform the Board of relevant issues. The public may address the Board on matters which are relevant to the Board, on agenda items and during public hearings. Persons who wish to address the Board are requested to state their names, their affiliation and the subject about which they wish to speak. If the speakers wish to remain anonymous, they may give only a first name.

1. Matters of the Public. CSB Board meetings shall always include a "Matters of the Public" agenda item providing for public participation. The topic addressed does not need to be one which is on the meeting agenda. Persons who wish to address the Board must first be recognized by the Chair, who may limit the amount of time allotted for the speaker.
2. Agenda Items. All persons seeking the opportunity to speak at a Board meeting shall address the Chair and may direct questions or comments to Board members or other officers of the Board only upon the approval of the Chair. Members of the Board and the Executive Director have the privilege of asking questions of any person who addresses the Board.
3. Public Hearings. Public hearings are topic-specific, announced in advance and may have time limitations for speakers. Every person who wishes to speak at public hearings must first be recognized by the Chair. The Chair shall determine whether it is in the public interest to allow the request. Should requests to speak be granted, the presentation shall be limited in time as determined by the Board in advance. If there are numerous requests to address the Board on the same subject, the Chair may select representatives to speak on each side of the issue. The Board has the right to overrule the Chair by a majority vote of those present.
4. Complaints regarding identified Board members or staff will be heard only in Executive Session.

5. All employees have the right to participate in Board meetings in the same manner as all other members of the public.

Approved  Secretary January 28, 2015 Date

References:

- Commission on Accreditation of Rehabilitation Facilities (CARF) Employment and Community Services Manual
- Code of Virginia 37.2-504.5
- Virginia Department of Behavioral Health and Developmental Services

Policy Adopted: February 1976  
Policy Readopted: November 1980  
Policy Revised: August 1994  
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Policy Readopted: March 29, 2000  
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